

SUPERVISOR OF OCCUPATIONAL/PHYSICAL THERAPY SERVICES

Code No: 3-08-228
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a professional management position in a school district responsible for the supervision of occupational and physical therapy staff members. The employee reports directly to and receives general supervision from the Director of Support Services. General supervision is exercised over a professional staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed):

Supervises physical and occupational therapy personnel to assure competency of employees in safety factors and techniques;

Trains professional staff regarding occupational and physical therapy skill and treatment programs;

Interviews and selects new physical and occupational therapy department employees;

Develops individual care plans based on assessed needs;

Develops population-wide educational programs;

Facilitates staff development activities;

Maintains departmental records such as budget and service requests;

Participates in meetings and committees related to the Support Services Management Team.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the educational principles and therapeutic techniques of physical and occupational therapy; good knowledge of principles and procedures of administration, organization and management; ability to communicate effectively; ability to establish effective working relationships; ability to plan and teach training programs; ability to evaluate procedures and programs; ability to write reports; ability to maintain records; analytical ability; good judgement; tact; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Licensed and currently registered by the New York State Education Department as an Occupational or Physical Therapist, plus five (5) years of full-time or its part-time equivalent as an Occupational or Physical Therapist.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: April 13, 1994